



## POSITION DESCRIPTION

<b>Position Title:</b> Project Manager – Civil and Planning	
<b>Organizational Unit:</b> Operations	<b>Department:</b> Container & Multipurpose Terminal
<b>Reports to:</b> Chief Operating Officer	<b>Date Prepared/Revised:</b> March 23, 2021
<b>Position Code:</b>	<b>Job Category:</b> Management
<b>Salary Grade:</b>	<b>Location:</b> Takoradi, Ghana



**Purpose:** To effectively plan and follow up completion of Port readiness, Development & completion of construction and civil works with EPC/PMC contractors. Start understating on civil work, drawings and taking procedures. Observe the current/provisions if any for the relevant construct keeping the mind operations planning, cost & timeline.

Direct Reporting Positions: Civil & Construction team

Total Number of Employees in this Work Unit:

**Essential Duties and Responsibilities**

1. Hands on experience in managing, monitoring and administration of construction contracts.
2. Extensive knowledge on FIDIC Contracts (Silver, Red, White, Blue and Green Book);
3. Drafting RFPs, negotiations and finalization of contracts (EPC Construction Contract, PMC Contract, Equipment Contracts etc);
4. Pre-qualification of contractors/vendors.
5. Preparation of project budget.
6. Ability to monitoring project construction activities, cost and performance.
7. Conducting meetings with various contractors/suppliers and PMC.
8. Designing and controlling the project schedule.
9. Coordinate project management activities
10. Oversee project procurement management.
11. Draft, evaluate, negotiate, and execute contracts.
12. Provide contract-related issue resolution, both internally and externally
13. Monitor and complete contract close-out, extension, or renewal, as appropriate.
14. Review contract specifications on behalf of the company
15. Sourcing and engaging reliable suppliers and vendors.
16. Negotiating with suppliers and vendors to secure advantageous terms.

**Essential Knowledge, Skills and Abilities**

1. Minimum 5 to 10 Years' experience sourcing in port equipment,
2. Minimum 7 to 10 years of experience on Project Execution
3. Minimum of 2 to 3 years of experience on Port Construction
4. Container and Multipurpose Port
5. Berth, Yard & Navigational
6. Minimum 8 to 10 years' experience on
7. Civil Contracts, Negotiation, and Finalisation,
8. Estimation and Proposal management of ports
9. Extensive Knowledge PIMC or FIDIC project & contracts
10. Experience in preparation
11. Project budget
12. Monitoring progress & follow up on Expenses/Budget.
13. Worked/played major role in
14. Construction cost saving
15. Substations
16. Electricity cost saving initiative
17. Specialized Knowledge:
  - a. Must have extensive knowledge of terminal operations practices and principles.
  - b. Must have a working knowledge of managerial and leadership principles, with the ability to influence other management team members and lead a department of technically proficient individuals.

- c. Must have familiarity with all aspects of the systems support for the terminal, equipment, and work flow.
  - d. Must have extensive knowledge of safety, health and environmental issues as they affect the workplace, including local regulations, national requirements, and governmental agency requirements. Must be familiar with maritime codes.
  - e. Must have working knowledge of budget preparation and financial applications. This includes an understanding of basic accounting, statistics, problem solving, goal setting, and business applications.
4. Skills:
- a. Must be able to demonstrate strong leadership and influencing skills.
  - b. Must have demonstrated negotiation skills.
  - c. Must be able to exercise sound business judgment in order to set direction and establish priorities.
  - d. Requires excellent managerial skills, including planning, organizing, and directing work.
  - e. Requires good verbal and written communications skills in English, in addition to effective interpersonal skills.
  - f. Requires excellent analytical skills, including the ability to extract and analyze data.
  - g. Requires exceptional time management, due to fast-moving, demanding work environment.
  - h. Must be able to make effective presentations.
  - i. Must be able to exercise discretion and good judgment, with an ability to understand the effect of decisions overall in the company.
  - j. Must be able to handle company information with confidentiality and discretion.

**Work Environment and Physical Demands**

- 1. Office environment.
- 2. Required to observe all safety and health requirements for office environment.
- 3. Must have professional appearance, consistent with local customs.

**Disclaimer**

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

➤ Send resume and application to: [bmx.hr@baymatrixgroup.com](mailto:bmx.hr@baymatrixgroup.com)